

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: DODE70123021

DATE POSTED: 03/09/22

POSITION NO: 243448

CLOSING DATE: 03/29/2022 BY 5PM

POSITION TITLE: Head Start Regional Partnership Coordinator

DEPARTMENT NAME / WORKSITE: NAVAJO HEAD START / WINDOW ROCK, AZ

WORK DAYS: Monday - Friday REGULAR FULL TIME: ☒ GRADE/STEP: BT64A

WORK HOURS: 40 hrs. / week PART TIME: ☐ NO. OF HRS./WK.: 52,554.96 PER ANNUM

SENSITIVE ☒ SEASONAL: ☐ DURATION : 25.17 PER HOUR

NON-SENSITIVE ☐ TEMPORARY: ☐

DUTIES AND RESPONSIBILITIES:

Coordinates Navajo Head Start Local, Regional Parent Committees and Policy Council; provides quarterly reports to Navajo Nation Board of Education, Governing Body and the Health, Education, Human Services Committee (HEHSC); provides and implements a broad range of community partnership services for Navajo Head Start/Early Head Start children, families, and staff by entering Child Plus assessments and informative data; collaborates by encouraging, supporting and providing technical assistance to parents, including recruitment and training; monitors and volunteers to obtain and maintain compliance using performance standards; interprets local, state, and federal educational rules and regulations directives to families of enrolled children, head start staff, and community stake holders; establishes MOU's, MOA's and IPA's with service providers within communities; provides technical assistance, develops materials and conducts workshops and presentations; participate in meetings and strategic sessions to stay informed of priorities, issues raised, and provide feedback and resolutions, best strategies and practices for system improvement constantly upgrading and implementing improvement for the program; participates in developing guidelines, policies, and monitoring instruments to evaluate programmatic areas; monitor and maintain program logs, attend community chapter meetings to disseminate information; provides technical program assistance to program staff; observes and monitors the program functions; institutes family engagement framework to improve the overall initiative of expanding and developing an effective parent/family engagement program; ensures program compliance by using Head Start Performance Standards, Family Education Privacy Navajo Nation Codes and other pertinent tribal, state, and federal regulations and guidelines to meet federal mandates; plans and conducts self and community assessments, prepares, interprets, and analyzes program community data for evaluation and measuring educational program and services; maintains internal control mechanisms for program accountability and transparency, meets with management team; ensure program effectiveness by working directly with parent policy council and governing body to maintain consistent and on-going compliance; sets up meetings, prepares agendas and submits reports to Assistant Superintendent; travels to activities as advocate; representative and other roles as needed; performs special projects and related assignments as needed.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- An Associate's degree in Social Work, Early Childhood Education, Business Administration, Public Administration, Communications, General Studies, Liberal Arts or closely related field; and two (2) years of experience working in the field of public relations, grassroots advocacy, chapters, communities and local entities.

Special Knowledge, Skills and Abilities:

- A favorable background investigation.
- Possess a valid Driver's License.
- Must obtain a physical examination, a First Aid Certificate, a Cardiopulmonary Resuscitation (CPR) Certificate and a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Must demonstrate fluency in both the Navajo and English languages as a condition of employment. Knowledge of Head Start Performance Standards, Navajo Nation, federal, state and local laws relative to position responsibilities; ensures integration of services for children and resources to obtain and maintain quality services; exercising professional judgment; applying problem solving strategies; must possess the ability to work independently, set priorities, plan, organize and implement activities; address the public and professional groups. Must possess the ability to compile reports accurately and attention to detail; while following verbal and written instructions, must communicate effectively orally and in writing. Must provide technical advice and guidance on overall enhancement of program and services to children ages 0 to 5 years of age. Ability to prioritize and manage work load and deadlines. Skill in developing and executing documents and reports, goals and objectives. Must apply judgment in the release of confidential information while maintaining filing and records systems.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.